



Woodloes Primary School and Heathcote Primary School, Warwick

School Business Manager

Fixed Term Contract for 2 years with potential to become permanent

SCP 22 (£26,317) - SCP 25 (£28,785)

An exciting opportunity has arisen for someone to become our School Business Manager and join a collaboration between two of our highly rated primary school teams in September.

We are seeking to appoint someone to work closely with the senior leaders of the Woodloes and Heathcote schools to ensure we achieve our potential as a school business. Woodloes and Heathcote are fully committed community primary schools that are looking to enhance the many services we provide to our local and educational community. This is a two-year contract initially with the potential to become permanent.

Woodloes and Heathcote are two members of the Community Academies Trust, located a few miles apart in Warwick. They have a history of working closely together and are looking to take that further through the development of a shared Business Manager role.

The successful candidate will have high expectations, a commitment to ensuring the schools can fulfil their business potential and an ability to lead high performing teams. We are seeking passionate and driven individuals with excellent communication and organisational skills with a desire to make a difference to the lives of our pupils and our community.

We offer:

- An opportunity to make a difference
- Two schools full of bright, eager, sociable young learners
- A learning community that is receptive to creative thinking and innovations
- A talented, supportive and professional team
- A happy working environment within a supportive community
- An opportunity to liaise closely with other school partners including Warwick University
- Flexible working

Woodloes and Heathcote are part of the Community Academies Trust, a multi-academy trust with the express purpose of transforming schools in community Hubs, through applying a holistic view of education.

If this role is of interest to you and you can contribute to our future success an application pack is available on our websites www.woodloes.com and www.heathcoteprimaryschool.co.uk

Should you require any other details please contact the school office at Woodloes Primary School on 01926 497491 or admin5207@welearn365.com

Closing date for applications is: **Wednesday 15th July 2020**
Interviews will take place on: **Week commencing Monday 20th July 2020**

Community Academies Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks and a willingness to demonstrate commitment to the standards which flows from Community Academies Trust vision and values.

The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Community Academies Trust supports Equal Opportunities Employment.

Community Academies Trust Company Registration No. 0747273-6

“Education is for improving lives and for leaving your community and world better than you found it”